

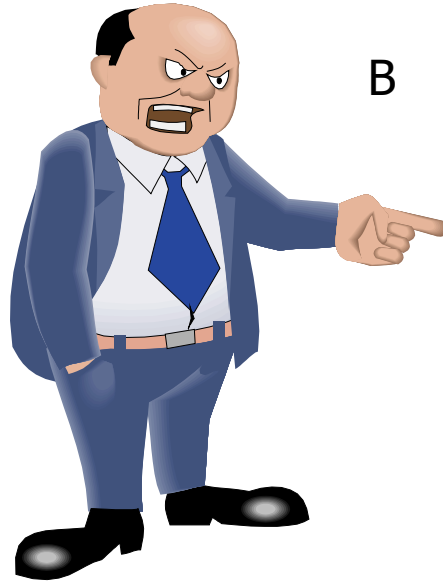
## Work Ethics:

"A cultural norm that places a positive moral value on doing a good job and is based on the belief that work has intrinsic value."

A



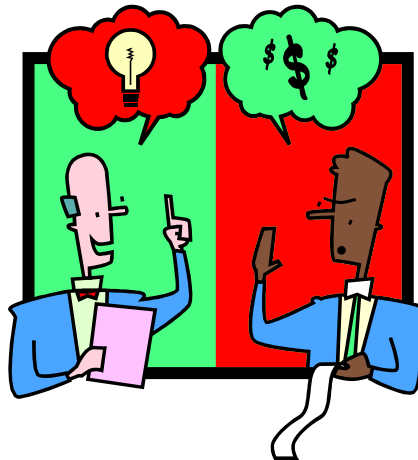
B



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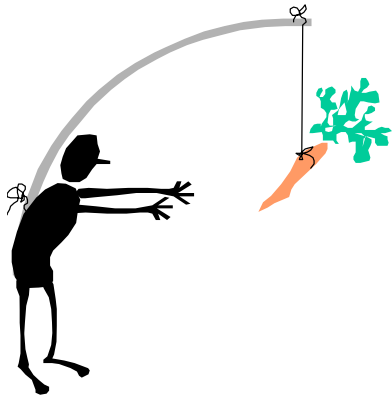




Initiative is reflected in many different ways in the workplace!

# Motivation!!

What it takes to attain goals!



Positive Work Attitudes = success in the workplace and that means that you need to:

- *look for the best in everything around you*
- be realistically cheerful
- **be cooperative**
- *be considerate*

AMBITION

ACCURACY

INDEPENDENCE

ORDERLY

PERSISTENCE

EFFECTIVENESS

INITIATIVE

RESOURCEFULNESS

PERCEPTION

EFFICIENCY

RESOURCEFULNESS

PRODUCTIVITY

ADAPTABILITY

ENTHUSIASM  
ENTHUSIASM

CONSCIENTIOUSNESS

DEDICATION

**DEPENDABILITY**

**FOLLOWING DIRECTIONS**

**HONESTY**

**PUNCTUALITY**

**RELIABILITY**

**INTEGRITY**

**CAREFULNESS**

**FOLLOWING REGULATIONS**



# **Success**

**You won't succeed unless you have good work habits and a positive attitude, which means you:**

- ☐ **Look for the best in everything around you**
- ☐ **Are realistically cheerful**

☐ **Are cooperative**

☐ **Are considerate**

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*Initiative & Motivation!*





# *Personal Vision Statement*

A vision statement is a

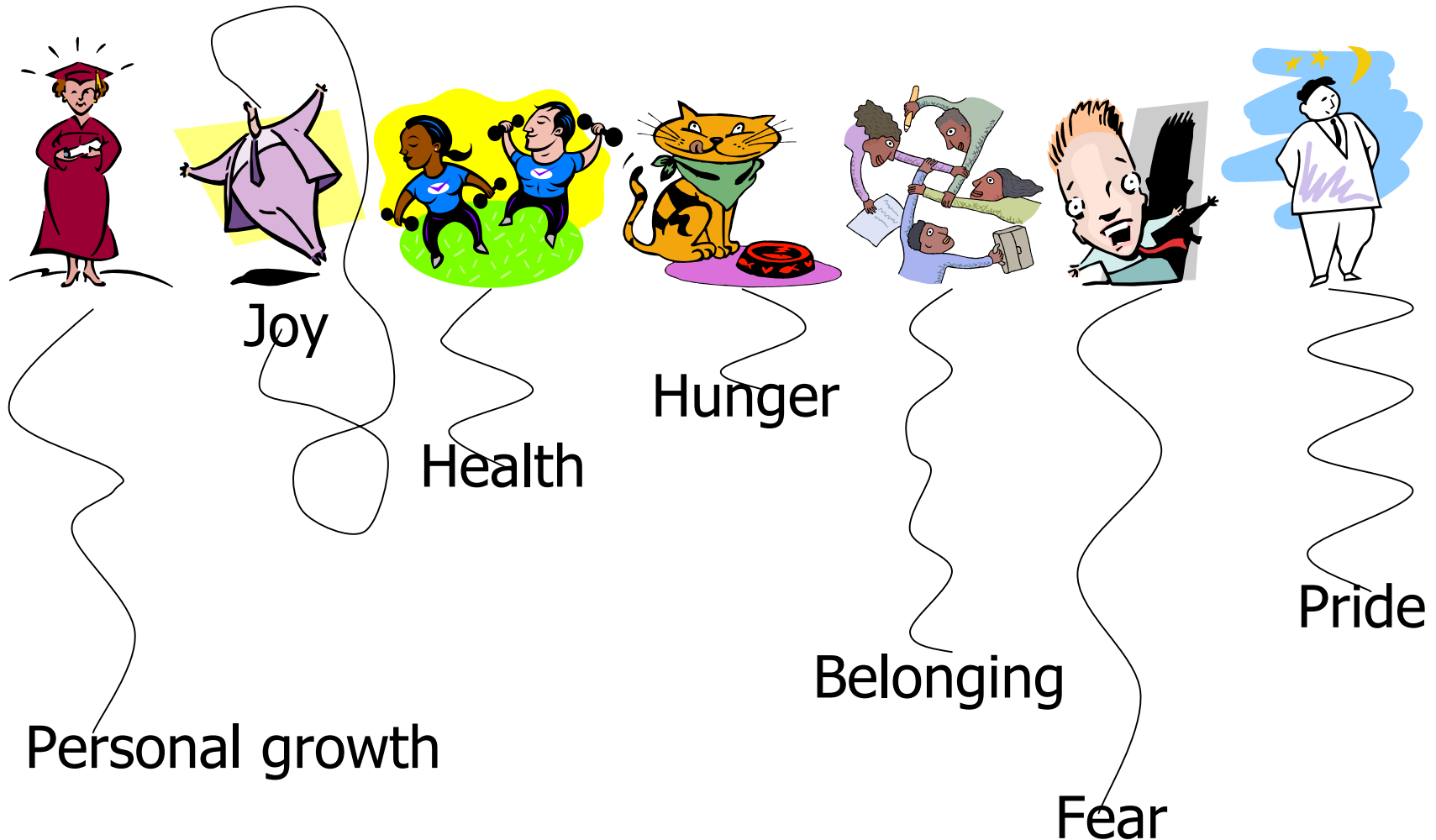
Realistic

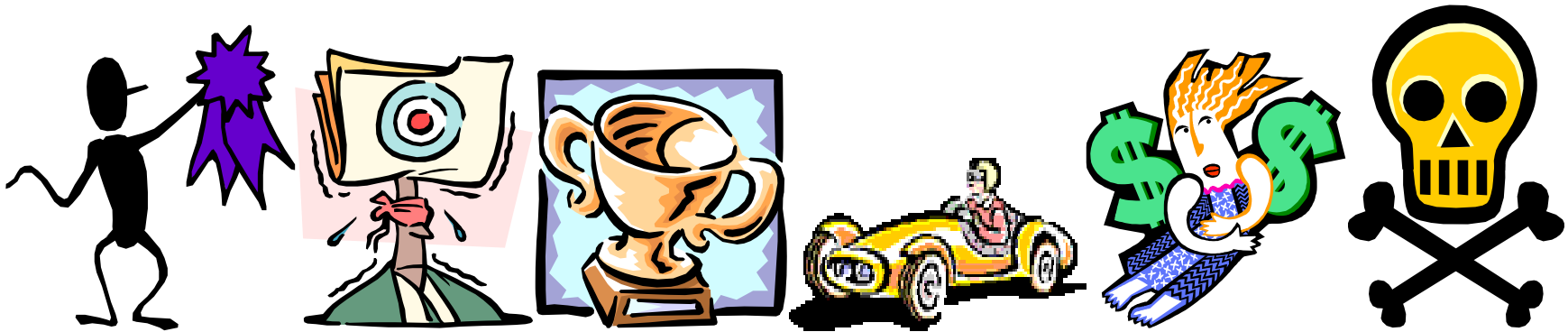
Credible

Attractive

Future for You!

# Motivators will help you move towards your Personal Vision!





Rewards

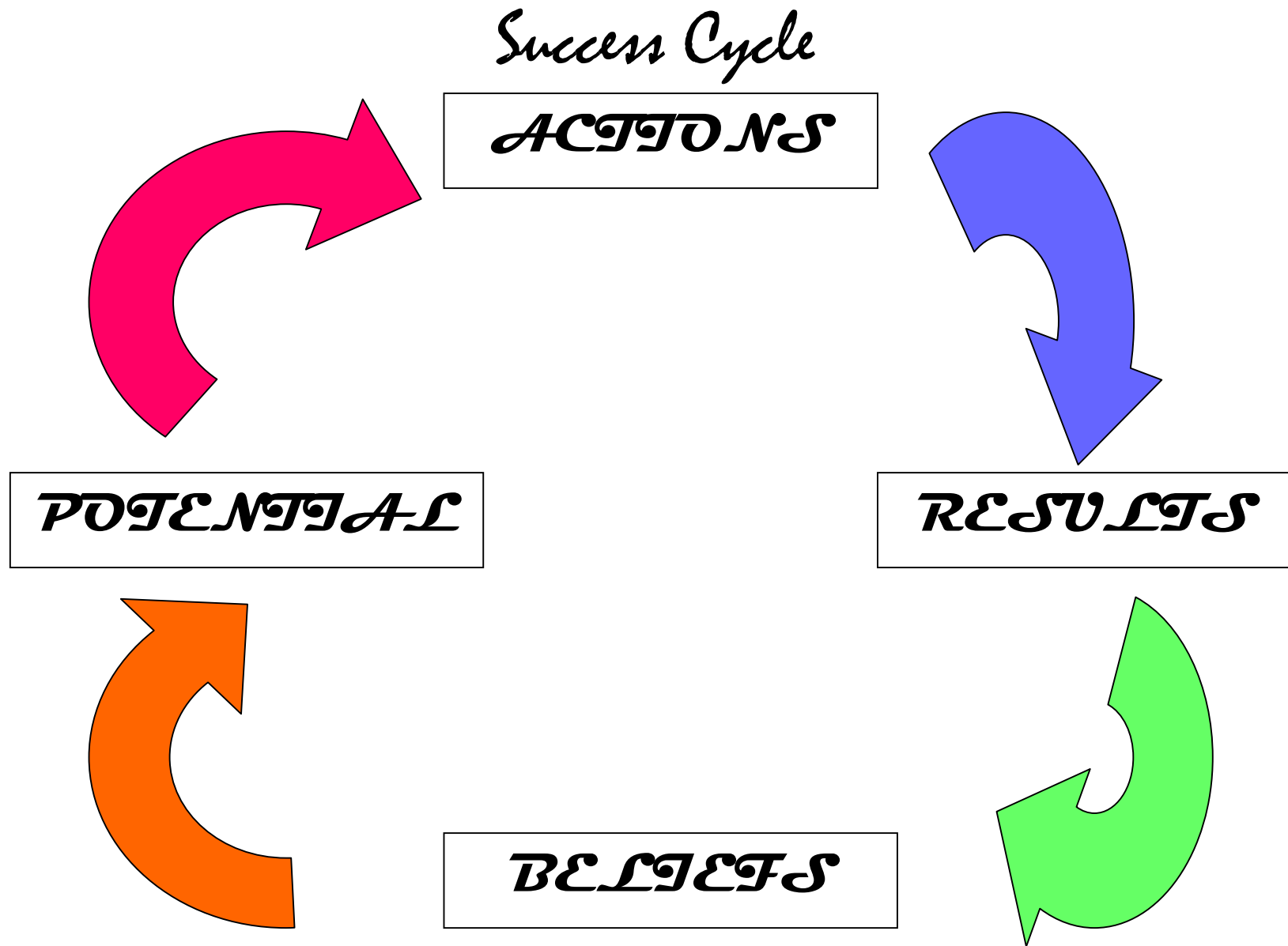
Penalties

Prizes

Personal Goods

Money

Harm



# A sample personal vision statement!

*I will live a life of integrity, honesty, & productivity, in which I am respected and loved. I will be proactive, a good role model and seek to support others attain their goals in life.*



## Goal and Action Steps!

Goal #1: I will complete my GED by January 2005.

Action Steps 1: I will contact ECC for information!

- 2: I will enroll in GED Classes!
- 3: I will make sure I have child care for class hours!
- 4: I will schedule time to study!
- 5: I will complete all my work!
- 6: I will seek help when/if needed through the school!
- 7: I will reward myself for each test completed with a manicure!
8. I will contact my DSHS CM to let them know my progress!
9. I will get support from my family!
10. I will celebrate my GED completion with a massage!

# Motivation

Gaining it – Maintaining it!

Truth: If there is NO PASSION

There will be NO MOTIVATION!

**FIND YOUR PASSION!**

## *Hire An Inner-Coach to help You Find Your Passion, Gain Momentum and Maintain it!*

- Hire an inner-coach who can help you define your goals
- Hire an inner-coach who can break down your goals into smaller components
- Hire an inner-coach who can help you remove the following from your vocabulary:

Can't

Don't

Won't

SMART Goals are:

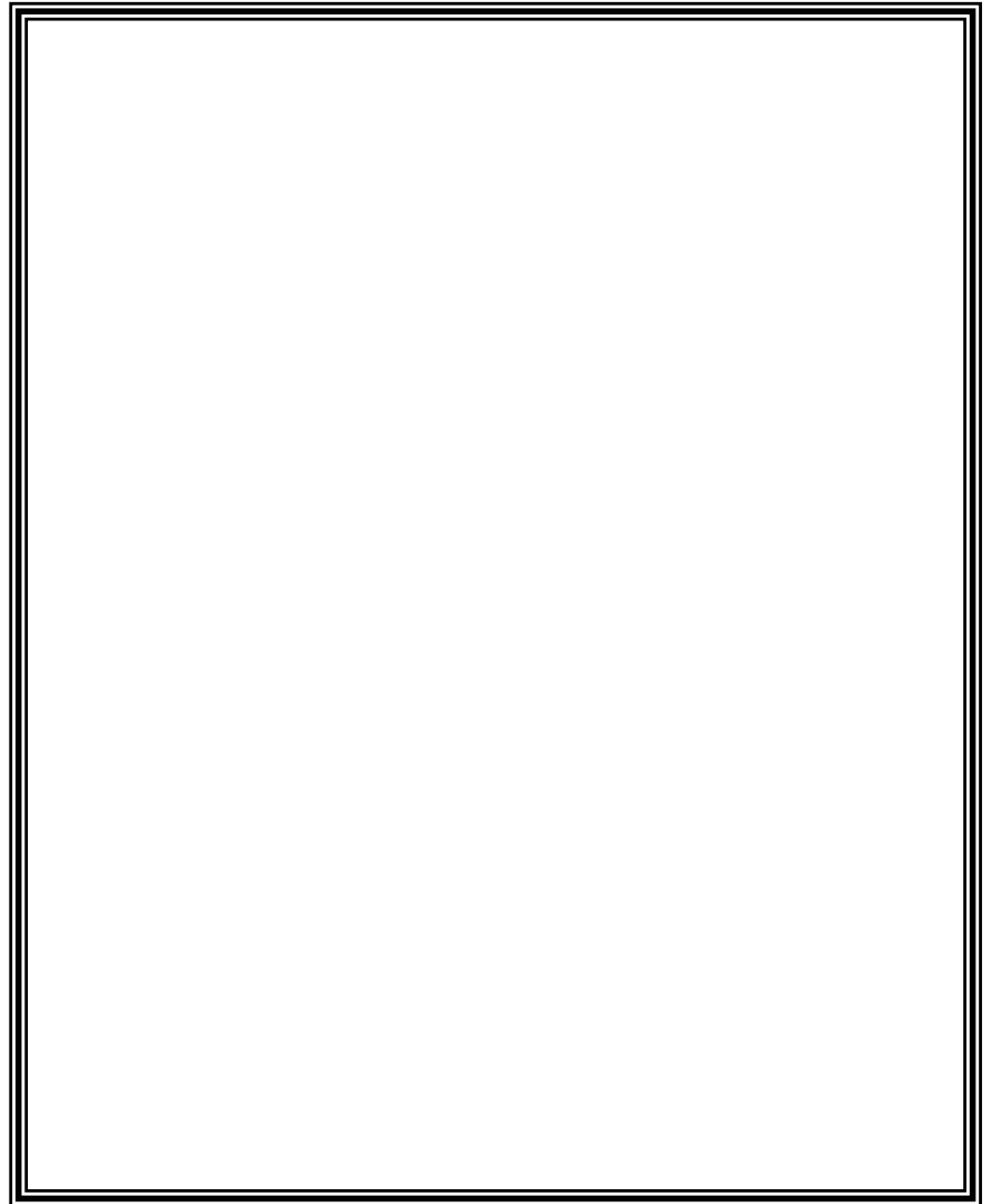
Specific

Measurable

Attainable

Results-Oriented

Time-Based





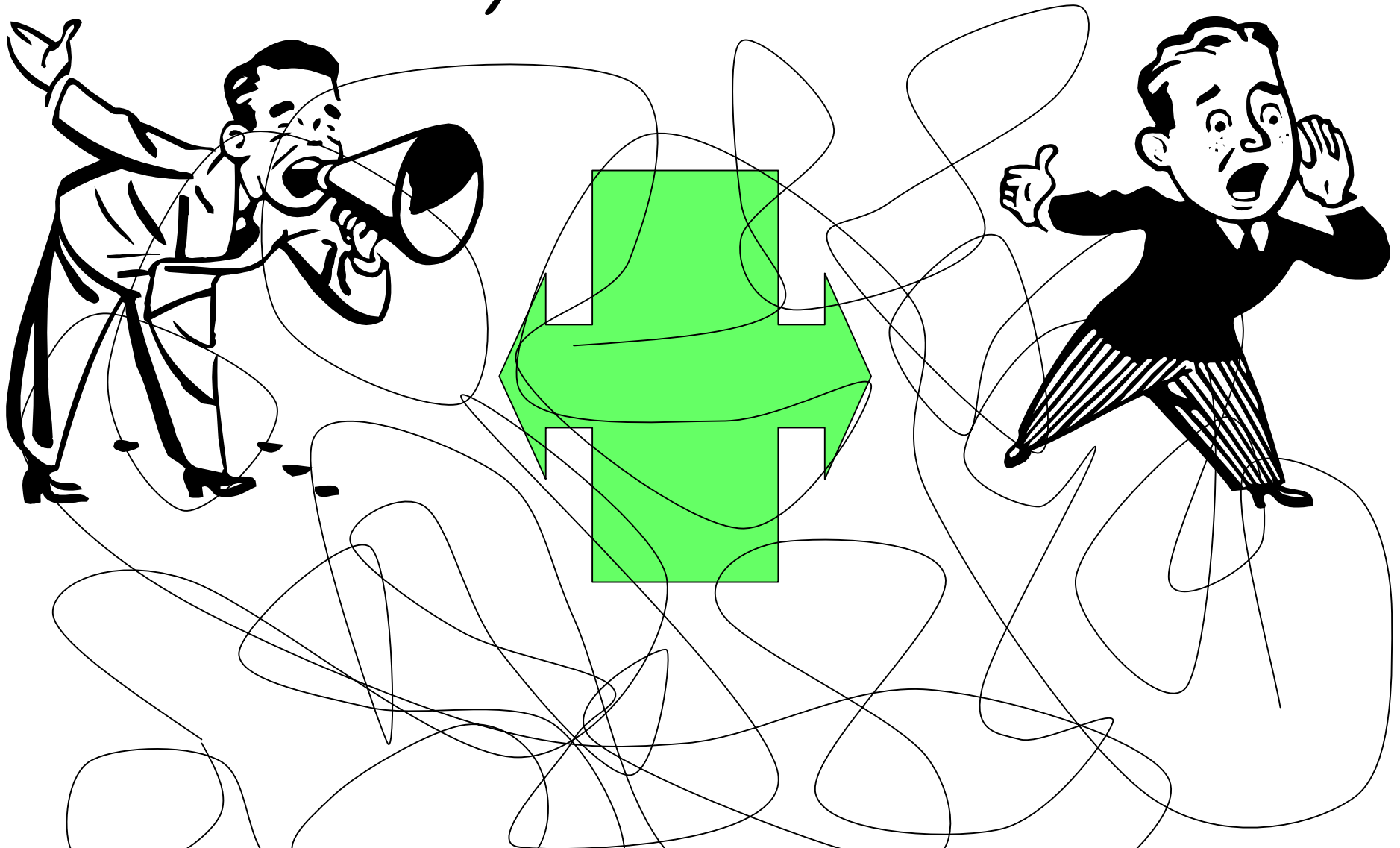
Verbal



# Non-Verbal

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*The communication cycle . . .*



The Sender Needs to:

Use Clear Verbal Language

Consistent Non-Verbal  
Language

Clear Messages

**Receivers Need to:**

**Get Clarification**

**Be Aware of Filters**

**Eliminate Noise**

**Send Feedback**



## *Other Barriers to Good Communication:*

*Stereotyping*

*Projection*

*Relationship*

*Role or Position*

*Gender*

*Physical Distance*

*Organizational Structure*

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Active Listening is listening for BOTH the content and the feeling behind the message!

The content is the words

The feeling is the emotion or the reason for the communication

Paraphrasing

Perception Checking

Behavior or Feelings Statements

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# Time Management!!!!

Time Management refers to the development of processes and tools that increase efficiency and productivity!





A system is a perceived whole whose elements “hang together” because they continually affect each other over time and operate toward a common purpose.”  
Peter Senge

# Time Management Techniques:

#1 – Set Goals

#2 – Prioritize

#3 – Plan

#4 – Schedule

“Habits, behaviors, attitudes, manners demonstrated toward others that support us in being effective in the workplace.”

*Collaboration*

*Obliging*

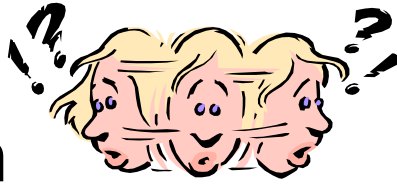
*Dominating*

*Avoiding*

*Compromising*



Assessing the situation



Clarifying the issue



Evaluate alternatives



Solve the problem

